

## Things to do for Fall 2023 Applications

We would like to request our partner institutions to:

1. Instruct and support your students during the application process.
2. Send ID photos of your students to our office by post.
3. Issue the "Letter of Nomination" for your nominated students.
4. Issue the "Support Letter" if your students need special support from Waseda.

Your students are required to:

1. Apply for exchange program online with all the necessary documents except for Study Plan and COE. Applicants will receive an automatic reply notifying their **Answer-ID**.
2. Keep the online application evidence and submit it to their exchange coordinators.
3. Fill out the online Academic Study Plan form. **(The Answer ID needed)**
4. Fill out the online COE application form. **(The Answer ID needed)**

For further details, please read following instructions thoroughly.

### <2023 Fall semester Application>

#### **Application period : 1st February – 1st March 2023 (Japan time)**

- \* The "ID Photograph Sheet for Application" also needs to arrive at our office during this period.
- \* It is highly recommended that the students would apply online as soon as they are ready.
- \* The applicants for the **Graduate School of Asia-Pacific Studies (GSAPS)** are recommended to apply at their earliest convenience as the screening meeting at GSAPS is scheduled very soon after the deadline.

### Online application

link: [https://www6.webcas.net/form/pub/waseda/fall2023\\_01](https://www6.webcas.net/form/pub/waseda/fall2023_01)

\* This link becomes accessible on 1 February and will close at **11:59 pm on 1 March 2023 (Japan Time)**

- Announcement of the result: scheduled on May 31, 2023 (Japan time)
- Application instructions: <https://www.waseda.jp/inst/cie/en/exchange/application>
- Information sheet: <https://waseda.box.com/s/b7mth5wju2apj5sdsco1jh3281mnre57>

### <Important changes>

- As for "Documents concerning defraying expenses for COE", the amount students have to cover during stay in Japan changes from 80,000 JPY/month to **120,000 JPY/month**. (It means amount must be more than 1,440,000 JPY/year or 720,000 JPY/semester.)

We had been using the standard of 80,000 JPY/month or more for a long time, but after reviewing past cases and data on prices, we have determined that 80,000 yen is currently not enough to live in Japan. It is expected that a realistically sufficient amount of money will be stated at the time of application to ensure that residency status will be granted (we also confirmed that 120,000 JPY/month was the same amount of the scholarship for the government-financed international students as the cost of living per month).

- The class time will switch to **100 minutes** university-wide from April 2023 at Waseda University. For more information, please check out our Academic Calendar and news from the links below:

<https://www.waseda.jp/top/en/about/work/organizations/academic-affairs-division/academic-calendar>

<https://www.waseda.jp/top/en/news/77081>

<Important points>

• **Expected Graduation Date :**

Applicants must be enrolled at their home university until the end of the exchange period at Waseda University. Fall semester ends in February and Spring semester in August.

• **ID Photographs :**

Please send us ID photo sheets of your students **by post**. In case you are not able to send the photos physically for unavoidable circumstances, please consult with us by e-mail. Please note that the photos that are the same as the applicant's passport photo will NOT be accepted. Here is our mailing address:

Waseda Global Gate  
Center for International Education (CIE)  
WASEDA UNIVERSITY  
Bldg. 22, 1st floor  
1-7-14 Nishi-Waseda, Shinjuku-Ku,  
Tokyo 169-0051 JAPAN  
Tel: +81-3-3203-9079

• **Letter of Nomination :**

Regarding "9. Letter of Nomination" on the list of documents, please sign your name, and instruct your students to upload it with other required documents during the application period **1st February – 1st March 2023**.

• **Letter of Recommendation :**

We understand that some professors are not comfortable sharing the letter of recommendation to the student. If this is the case, we would be happy to receive it via email from you. Please ask your student to upload a note explaining that the letter of recommendation will be sent via email instead.

• **Support Letter from home university and Student's Condition Report from the doctor :**

For more information, please check out the No. 13 and No. 14 in the List of Documents:

[https://www.waseda.jp/inst/cie/en/exchange/application#anc\\_34](https://www.waseda.jp/inst/cie/en/exchange/application#anc_34)

For those who submit "Student's Condition Report", we will send other web form to them **after web application period** to clarify its information.

- Each School/Graduate School/Center has different application requirements. Students must meet all the application requirements of the School/Graduate School/Center they wish to apply to. Please be aware that if your students do not meet the requirements, unfortunately they do not have the eligibility to apply.

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• **Language Proficiency Score :**

For more information, please check out the No. 11 "Language Proficiency Score" in the List of Documents:

[https://www.waseda.jp/inst/cie/en/exchange/application#anc\\_34](https://www.waseda.jp/inst/cie/en/exchange/application#anc_34)

• **Graduate School of International Culture and Communication Studies (GSICCS):**

Submission of the English language proficiency test score (TOEFL, IELTS or TOEIC) is **mandatory** for all applicants. A letter from the home institution is not considered as sufficient proof of English proficiency.

- In principle, **students can only take courses from the School/Graduate School/Center they apply to**. Therefore, students must carefully check the course list when choosing which School/Graduate School/Center to apply to.
- **School of International Liberal Studies (SILS)** requires participants to take Japanese language courses offered by Center for Japanese Language (CJL), so that language courses should be mentioned on your Course Plan.
- **The Science and Engineering Schools** are divided into Majors, and students can only take courses from the Major they apply to. Please be aware that the choices of English courses available to undergraduate exchange students are quite limited, and undergraduate exchange students cannot take any courses related to lab work/experiments.
- If a student has taken a leave of absence due to military service or other reason, please make sure the student explains this on a separate sheet stating that the students will return to school before the start of the exchange program and upload it together with the other documents.

- **Academic Study Plan :**

Applicants are requested to submit their Study Plan on the web form. Please read "[How to submit Academic Study Plan](#)" for more details.

URL for Academic Study Plan web form:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=iS0Ih1H70I89ZJJjX3yF-g>

**\*This link will become accessible on February 1st (Japan Time)**

- **COE application :**

Applicants are required to submit their COE application on the web form.

URL for the COE application form:

[https://my.waseda.jp/application/noauth/application-detail-noauth?param=r\\_xFVZ\\_IC4D5EDHYvov8WQ](https://my.waseda.jp/application/noauth/application-detail-noauth?param=r_xFVZ_IC4D5EDHYvov8WQ)

**\*This link will become accessible on February 1st (Japan Time)**

– Regarding the Dormitories for Exchange Students from the Spring Term of 2022

Please refer to the important changes as

follows: <https://waseda.box.com/s/9jexq2owkplqdtvsf9m6gdbbvclg1gsz>

- It is decided that **the JASSO scholarship is not granted to incoming students** in AY2023.